



NEW MEETING ATTENDANCE REPORTS

Purpose: Administration – Instructions for running and using the Period or Meeting Attendance Reports designed by Grant Wood for schools taking Period attendance.

Both of these reports are found under Reports – then select GWAEA Reports.

ATTENDANCE MEETING

The Attendance Meeting report provides the user for the **date range selected:**

- Total Days Enrolled
- Total Days Present
- Total Days Absent
- Tardies

Grant Wood AEA Attendance by Date Range Apple Grove High School 1

Date Range: 07/01/2009 - 07/22/2009 Jul 20, 2009 Page 1

Grade: 9		Total Days	Present	Absent	Tardies
Anderson, Cody N	Home Room:	16	16	0	1.0
Andrews, Joshua M	Home Room:	16	15	1	4.0
Bailey, Jenilyn H	Home Room:	16	16	0	5.0
Bennett, Cody B	Home Room:	16	15	1	3.0
Briggs, Jeffrey	Home Room:	16	11	5	0.0
Briggs, Justin D	Home Room:	16	9	7.0	4.0
Brito, Jordan H	Home Room:	16	16	0	0

Again, this report is based upon Date Range information, so if you wish to include an entire term, etc. that is available. In addition you can include inactive students as well (default is Active Students). Available sorts are by Grade Level or Home Room.



ATTENDANCE MEETING DETAIL

While the report listed above provides you a nice overview of many students' attendance information, there are times when a school needs a report describing a specific student's attendance and in a more detailed fashion than simple totals.

Located under Reports – then GWAEA Reports – this report allows you to select:

- Date Range of the Report
- Sort
- Include ALL Students (No to select one or more students)
- Print the report One Page per Student
- Your report setup screen may look like the one below:

Attendance Meeting Tardy and Absences Report Setup Criteria

Report Start Date	<input type="text" value="07/01/2009"/>	
Report End Date	<input type="text" value="07/22/2009"/>	
Sort By	<input type="text" value="Grade"/>	
All Students	<input type="text" value="No"/>	
One Student per Page	<input type="text" value="Yes"/>	
Select Students	<div style="border: 1px solid gray; padding: 2px;"> <p>Braun, Grace </p> <p>Braun, Jessica </p> <p>Brewster, Annie G</p> <p>Brewster, Kylee A</p> <p>Brickman, Daniel G</p> <p>Briggs, Jeffrey</p> <p>Briggs, Jessica L</p> <p>Briggs, Justin D </p> </div>	
Report Output	<input checked="" type="radio"/> Screen <input type="radio"/> PDF	
<input type="button" value="Submit Query"/>		

To select more than one student, simply click on the first student you want, then hold the Control Key down and click on any additional students you want a report on.

Clicking Submit will produce the following report:



Grant Wood AEA

Attendance by Date Range Apple Grove High School 1

Date Range: 07/01/2009 - 07/22/2009

Jul 20, 2009

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Grade: 9

2009-07-01	Absent	P	1
2009-07-02	Absent	P	0.5
2009-07-03	Absent	P	1
2009-07-10	Absent	P	1
2009-07-13	Absent	P	0.5
2009-07-14	Absent	P	1
2009-07-16	Absent	A	1
2009-07-17	Absent	P	1
2009-07-01	Tardy	T	1
2009-07-03	Tardy	T	1
2009-07-15	Tardy	T	1
2009-07-21	Tardy	T	1

Briggs, Justin D

Home Room:

Total Abs 7.0

Total Tardy 4.0

This provides the user with a Detailed View of specific dates, attendance codes, and attendance values used in determining his Total Absences and Tardies. We feel this report can be very useful in Hearings, Child Study Teams, etc. basically whenever detailed attendance information is needed.