

# SISK12: Attendance Summarize and Close Date

School Information Systems, Inc. Proprietary and Confidential

Path: View/Maintain → Attendance → Summarize and Close this Date

## Overview

The end-of-day summary is a once-a-day function. This process closes attendance for the current day and sets the new attendance date. All significant attendance settings are displayed for verification.

**Note:** There are two summary preview reports you may wish to run prior to this report: **Summary Preview for Site** and **Summary Preview for Teacher**. Both can be useful for verification. These two reports can be run as often as desired

## Viewing the Report

1. Verify the **Date Printed on Report** and **Report Title**. These may be changed.
2. Verify the **Attendance Date**. If this is incorrect, go to **Management** → **Site Level** → **Force Change to SIS Current Date** to change the date.
3. Select the applicable **Full Attendance Report** options. The report displays the student names, grade level, enrollment code, counselor's initials, periods of attendance and comment. The report also displays withdrawn and new enrollments for the current day.
  - If the option to include Home Phone 1 and 2 is selected, the numbers print to the far right.
  - If the option to print Parent Contact information is selected, this data prints after the student name.

1/3/2007	<b>Edwards High School</b>										ZZHS0607		
11:47:19	<b>01/03/2007 Summarize and Close this date</b>										Page: 1		
Name	Gr	Enrl	Cn	1	2	3	4	5	6	7	Comment	Home-Tel1	Home-Tel2
Affton, Lyle Jacob	09	10		H	H	H	H	H	H	H		5553142959	
Primary Parent Info: Affton,Shane 5553142332 5553149761													
Spouse Info: Affton,Jill 5553143527													
Barker, Jeanne Marie	09	18	MG	V	V	T	V				Dental surgery-all 4	5553142828	
Primary Parent Info: Barker,Joe 5553148000 5553146541													
Spouse Info: Barker,Renee 5553144558													

- o The primary parent work phone and cell number display
  - o The spouse's work phone and cell number display
4. The report also displays a count of absences by category and period.
- o State absences (not including Partial, Tardies and Suspension codes)
  - o Partial (not including Tardies and Suspensions)
  - o Suspensions (In a future update, suspension type codes will be listed separately)
  - o Other



**Note:** Attendance Codes are maintained at the district level. In addition to defining a code as state absence and partial minutes, codes can be marked for Tardy, Suspension, and Excused by going to **Management** → **District Level** → **District Code Tables** → **Attendance Codes**.





PERIOD		<1>	<2>	<3>	<4>	<5>	<6>	<7>	Total
State Absences	(AKPUVX)	12	11	7	9	7	6	5	57
Partial	(EL)	1	0	1	0	0	0	1	3
Tardies	(QT)	0	2	3	2	0	3	0	10
Suspension	(O)	0	0	0	0	0	0	0	0
Others	(BCDFGHIJMNRSYZ)	3	3	3	3	3	3	3	21
-----		16	16	14	14	10	12	9	91
Students Present:		137	136	137	139	139	140	143	971
Possible:		150	149	149	150	146	149	149	1041
Hours Actual:		123	122	123	127	127	126	129	877
Possible:		135	134	133	138	134	134	134	942
Percentage:		91.1	91.0	92.5	92.0	94.8	94.0	96.3	93.1


5. In the **Excused/Unexcused Report** section, the codes marked for **State Absence** are displayed, as well as the codes marked for **Excused Absence**.
6. Check the **Excused** and **Unexcused** boxes to print a list of students with excused or unexcused absence marks. You may also include student schedules for the current term.
7. The report will also display a list of students automatically withdrawn who have been absent for a number of consecutive days, if the feature to do so has been checked on. This is setup by going to **Management** → **Site Level** → **Site Settings - Attendance**.

\*\*\* These Students have been Auto-Withdrawn from your School  
 \*\*\* because they have 10 consecutive Full-Day Absences:

<No Students Withdrawn>

8. Click **Start Report**. The **Display Reports** screen displays with a PDF of report details.
9. After you have saved  or printed  the report, click **Done**. The **Select Next SIS School Day** screen displays.

SELECT NEXT SIS SCHOOL DAY						
<input type="button" value="Done"/> <input type="button" value="Edit"/> <input type="button" value="Cancel"/>						
	Closed	80	Thu 12/21/2006	1,2,3,4,5,6,7	Regular	380
	Closed	81	Fri 12/22/2006	1,2,3,4	Regular	180
		82	Wed 01/03/2007	1,2,3,4,5,6,7	Regular	380
		83	Fri 01/05/2007	1,2,3,4,5,6,7	Regular	380

10. Click the select  icon for the next day school will be in session.

**Note:** If school is cancelled, you must reset the attendance date before marking any attendance when you return to school.