

SISK12: Summary Preview for Site Report

School Information Systems, Inc., Proprietary and Confidential

Path: Reports → Attendance → Summary Preview for Site

Overview

The **Summary Preview for Site** option allows you to create the attendance details of the students enrolled in the site. This report mirrors the report produced by the end-of-day summary, **Summarize and Close this Date**, but does not update any files. In addition to print options, the Summary Preview screen displays relevant attendance configuration for the Attendance Date selected. The configuration cannot be modified by this function, but should be checked for accuracy. This report may be run after each period of the day to check for absences, or as often as needed.

Generate a Report

1. Verify the **Date Printed on Report** and **Report Title**. These may be changed.

SUMMARY PREVIEW FOR SITE

ZZHS - 0607 (Current) Edwards High School - 2006-07
Attendance Date: Wednesday, 01/03/07 Sem=2 Trm=3 Per=1234567

Done Edit Cancel

Start Report

Date Printed on Report: 2/18/2008

Report Title: Summary Preview Report

Attendance Date: 1/3/2007 Update Display

Calendar Day #: 82 Use A-B Day Schedule: No

Periods:	Minutes:
1	54
2	54
3	54
4	55
5	55
6	54
7	54

Min Full:	Min Half:
380	160

Full Attendance Report:

Print 2-Column
 Print 1-Column
 Print Home Phone 1 and 2
 Print Parent Contact Info

Excused / Unexcused Report:

State Absence Codes: AEKLOPUVX
Excused Absence Codes: BDFNQX

Print Excused Listing
 Print Unexcused
 Include Student Schedules for Current Term
 Include History Totals for Current Semester

To setup Absence Codes see District Code Tables > Attendance Codes

Students who have 10 consecutive Full Day absences will be withdrawn. See Site Settings - Attendance, Options tab for setup.

2. Verify the **Attendance Date** or change it by typing in a different date or using the calendar icon.

Note: The Calendar Day # is displayed. In this example, January 3, 2007, is the 82nd day of the school year.

3. If the attendance date is changed, click **Update Display** to refresh the screen to display the period and minute details for the selected date.
4. 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 The report also displays withdrawn info and new enrollments for the current day.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	Edwards High School										ZZHS0607		
11:47:19	01/03/2007 Summarize and Close this date										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 are displayed on the report.
 - o The spouse's work phone and cell number are displayed on the report.
5. 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, 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

6. Check the **Excused** and **Unexcused** listing boxes to print a list of students excused or unexcused. You may also include student schedules for the current term.
7. The report will also display a list of students to automatically be 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**.