

HOW TO PRINT ATTENDANCE REPORTS FROM MAPLEWOOD

This document explains how to print three types of attendance reports from SIS: **individual attendance reports**, **monthly attendance register** (for larger student bodies), and **Principal's Monthly Attendance Reports**.

Individual attendance report

1. Open **Student Records**, search for the student and open his/her record
2. Go to the **Attendance** tab
3. Click on **Print Register**
4. Select **Presence as a % of possible days** option to produce a report with attendance rates as percentages
5. Select **Include Legend** to add the attendance codes to the report
6. Click **View** and the report will be generated

Student Records - Dcunha (Duggan), Davidee

File Student View Help

Dcunha (Duggan), Davidee

Letters: DJA 9000056
Status: This Year and Next Year
Home School: Yes
GN Student ID: 107589066

Birthdate: 09/24/1995 Age: 18
Gender: Male Grade: 11
Def. Chars: 0 0 0 0
Homeroom: Not Assigned

Ethnicity: Non-Aboriginal

Step To Another Student:
Alphabetical
Previous Next Select

Assessments
Exams Choices Notepads Custom Fields Transportation Library Discipline Locker
Biographics Family/Contacts Emergency Enrolment Attendance History Timetable Achievement

Today's Attendance

Per.	Class	Office	Teacher	In/Out
1	MAT1793e	Not Entered	Not Yet Reported	
2	LDC2290f	Not Entered	Not Yet Reported	
3	NRC2001g	Not Entered	Not Yet Reported	
4	TRADESh	Not Entered	Not Yet Reported	

Attendance Notes

Notes Edit Register **Print Register** Print Per. Att. Edit

12/03/2013 11:03 AM

On the student's **Attendance** tab, click **Print Register** to produce an attendance report for the student

Print Individual Attendance

Report Type

☐ Full day absence
☒ Presence as a % of possible days

Report Parameters

☐ Include Address Information
☐ Include Code Summary
☐ Include Attendance Notes
☒ Include Legend
☐ Exclude emergency notes

First Afternoon Period: 3

Grid Line Size: 1

View Print Done

Select **Presence as a % of possible days** option

Include Legend of special codes in the report

Click **View** to produce the attendance report

How to interpret the attendance report

Below is an annotated sample attendance report.

2012 - 2013		Week #1							Week #2							Week #3							Week #4							Week #5							Absences				Lates					
		Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	am/pm	tot	acc	tot%	acc	am/pm	tot	acc		
August			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
			h	h	h	h	h		h	h	h	h	h	h		h	h	h	h	h	h		h	h	h	h	h	h	*												
September		03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30																	
		h	*	*					L/	*	*					L/	*	*	L/	.	.	L/L	/L	*	*																	
October		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
		L/	.	.	.	b	*	*	h	A/	L/A	*	*			S	S	S	S	S	*	*	.	/L	.	L/	.	*	*	A	L/	L/A														
November			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30														
			L/	gr	*	*			S	S	S	S	*	*		h	.	.	/L	A/L	*	*	.	/L	/L	gr	b	*	*	.	.	.	L/	/L												
December		03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31																
		/L	A	.	L/	L/	*	*	A	.	/L	A	A	*	*	A	/L	A	A	A/L	*	*	h	h	h	h	h	*	*	h																
January		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31														
		h	h	h	h	*	*	/A	A/L	A/L	.	*	*	.	L/	.	.	.	*	*	A/	ex	gr	ex	ex	*	*	ex	.	L/	/A															
February			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28																
			b	*	*	/L	/A	/L	A/	L/	*	*	L/L	.	.	.	gr	*	*	b	b	b	b	b	*	*	L/															
March			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
			A/	*	*	A	/L	L/	/A	L/A	*	*	/A	gr	A/	A/L	L/L	*	*	.	L/A	A	A	.	*	*	.	b	b	b	b	h	*	*												
April		01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30															
		h	h	h	h	h	*	*	A	/A	/L	L/	*	*	/L	/L	/L	/L	.	*	*	L/L	L/L	L/A	L/	L/L	*	*	A	L/																
May			01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31													
			L/L	.	.	*	*	.	A/L	L/	.	L/	*	*	/L	L/L	/A	L/	/L	*	*	h	/L	L/L	L/L	L/	*	*	A/	A	L/A	A/	.													
June		03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20																											

The **monthly attendance register** can be printed to view the attendance of a number of students at at time *for a given month*. It can be produced for a grade, homeroom, inquiry list, and so forth – even the whole school at once.

1. Go to **Attendance, Print Attendance Registers, Monthly Attendance Register**
2. Select **Presence as a % of possible days** option to produce a report with attendance rates as percentages
3. Select the **Month** from the dropdown
4. Check the box for **Include Legend**
5. Under **Select Order**, select one of the options, such as **Grade** if you want to see a report for a specific grade
6. Click **View** to move to the step where you pick the grade(s)
7. In **Select Method** screen, check **Individual** if you want to produce a report of a single grade (otherwise leave it unchecked)
8. Pick the grade(s) from the dropdown(s) and click **OK**!

The image contains two screenshots of software windows with instructional callouts. The first window, titled "Print Monthly Attendance Register", has several sections: "Additional Information" with radio buttons for "Lates" and "Presence as a % of possible days" (the latter is circled and pointed to by a callout "Select Presence as a % of possible days"); "Report Parameters" with a "Month:" dropdown set to "October" (pointed to by "Select the Month") and a checked "Include Legend" checkbox (pointed to by "Check Include Legend"); and "Select Order" with radio buttons for "Alphabetically", "Grade", "Homeroom", "Defined Character", "Inquiry List", and "Excursion List". At the bottom are buttons for "View", "Print", "Select", and "Done". A callout "Click View to move to the next step" points to the "View" button. The second window, titled "Selected Method - By Grade", has a checked "Individual" checkbox (pointed to by "Check Individual if you want to just include one grade, then pick the grade. To include all grades, leave it blank."), "First in list" and "Last in list" dropdowns (set to "10" and "12" respectively), and checkboxes for "Both this and next year" and "This year only (not returning)". It also has a "Which Grade" section with radio buttons for "This year's Grade" (selected) and "Next year's Grade". At the bottom are "OK" and "Cancel" buttons. A callout "Click OK to run the report!" points to the "OK" button.

Select **Presence as a % of possible days**

Select the **Month**

Check **Include Legend**

Click **View** to move to the next step

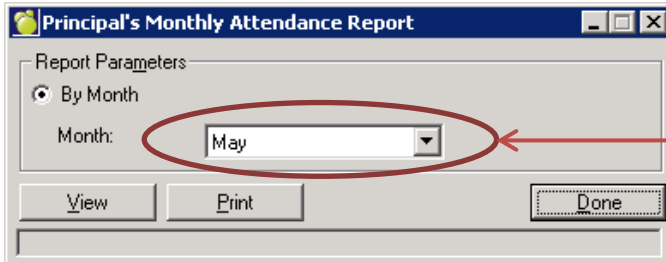
Check **Individual** if you want to just include one grade, then pick the grade. To include all grades, leave it blank.

Click **OK** to run the report!

Principal's Monthly Attendance Report

The Maplewood system offers a custom Nunavut-style **Principal's Monthly Attendance Report** that the DEAs and Superintendents are familiar with from the pre-SIS era. The report summarizes attendance by grade (page 1 of the report) and and, as a new feature, identifies **non-attenders** (a student who has been Truant for at least 60 % of the possible periods during the report month) on page 2 of the report.

1. Go to **Attendance, Print Attendance Registers, Principal's Monthly Attendance Report**
2. Select the **Month** from the dropdown and click **View** to produce the report



Pick the report **Month** and then click **View** to run the report

PAGE 1: Attendance Summary

PRINCIPAL'S MONTHLY REPORT

School: IMANUSKONGHIGH SCHOOL Month and year: October 2012

of session days scheduled in the calendar: 21

Only fill in the grades that apply to your school. Separate entries must be made for each grade.

Grade	Days in session	Enrolled	Attendance %	Enrolled	Enrollment %	# of late	# of abs	# of non-attenders	# of 100%
8	5	23	74.3	30	75.0	10	10	0	0
9	5	23	74.3	30	75.0	10	10	0	0
10	5	23	74.3	30	75.0	10	10	0	0
11	5	23	74.3	30	75.0	10	10	0	0
12	5	23	74.3	30	75.0	10	10	0	0
Average	25	104.8	72.4	135.0	75.0	50.0	50.0	0	0
Total	25	232		300		110.0	110.0	0	0

PAGE 2: Non-Attenders

PRINCIPAL'S MONTHLY REPORT

School: INUJUAQ SCHOOL Month and year: October 2013

Students identified as non-attenders this month:

Aola Akumalik (002009177)
Daniel Akumalik (002009364)
Shanta Akumalik (002002189)
Pukak Alunul (002010035)
Zachary Alunul (001019575)
Henry Amosuk (002010036)
Alison Atagutsiak (001012313)
Joan Atagutsiak (002002295)
Jack Atagutsiak (001017918)
Lillian Atagutsiak (002002674)
Tapia Atagutsiak (001019580)
David Audlakuk (002009557)
Jessie Audlakuk (002007125)
Lugan Bullard (002011012)
Amabelle Escheuk (002001327)
April Escheuk (001019581)
Sasha Escheuk (002001328)
Joellen Escheuk (002006110)
Luannne Isakukuk (001018806)
Richard Isakukuk (001018871)
Coner Issunganguk (002009254)
Devon Issunganguk (002004791)
Nicholas Isyuk (001010046)
Christopher Kalluk (001019565)
Aaron Kalluk (001019564)
Jeremy Koonoo (002000344)
Adigal Muckpaloo (002011023)
Verna Muckpaloo (002001333)
Cori Natanne (001016783)
Adam Olavuk (002007548)
Desayne Olavuk (002001334)
Maria Olavuk (002003432)
David Pethpicea (002006113)
Raymond Shappa (002006050)
Raul Shoyook (002004789)
Shane Tangle (002007137)
Hunter Tatalukuk (002000352)
Janise Tatalukuk (002010032)